



United States Fish & Wildlife Service

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01/28/2004

Memorandum

From AD - Budg, Planning & Hum Res
Subject Early Dismissal - January 27, 2004

The U.S. Office of Personnel Management has announced an early dismissal today. Employees in the Washington, D.C., Metropolitan area who are at work today are authorized to leave 3 hours early. Excused absence will be granted for up to 3 hours at the end of the workday, even if employees were scheduled to take leave **after** the time of their dismissal.

Employees who leave with supervisory approval after receiving word of this dismissal must sign for leave for the period beginning with the departure time approved by the supervisor up until the employee's official dismissal time. Employees who left before the announcement of the early dismissal must sign for an appropriate type of leave for the rest of the work day.

Employees who are absent on previously approved annual leave, sick leave, or LWOP, for the entire workday will be charged the appropriate type of leave for the entire workday.

Timekeepers will charge the 3-hour early dismissal to Pay Code 061 (administrative - weather - used).

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.